

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: May 6, 2003

PERSONNEL LETTER # 03-005

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: DUPLICATE POSITION NUMBER AUDITS

Effective immediately two new on-line automated audits will be implemented for Personnel Action Request (PAR) and Personnel Payroll Transaction (PPT) transactions. The new audits are to prevent the creation of duplicate position numbers for an employee with multiple position sequences.

Specifically, when the position number on a PAR/PPT transaction matches the current position number on a different position sequence for the same employee, an audit message will be issued and the update will not be allowed. Two messages can be generated depending on the type of action being taken.

For add/correct actions, audit message 120-123 "PSN MATCHES PSN ON ADDITIONAL PSN SEQUENCE" will issue on the Audit Error Decision screen. For void actions, message 25120-2 "VOID/ELIMINATE IS INVALID - WOULD CREATE DUPLICATE PSN CONDITION" will issue on the Prompter screen (Note, eliminate transactions are for PPSD use only).

To resolve these audit errors, verify the action being taken is appropriate and for the correct position sequence. If the action is valid, verify the PAR/PPT transaction's position number with the employee's position number(s) on the PSN inquiry screen. If a match is found, a change must be made to the position number on the PAR/PPT transaction or the matching position sequence. An employee cannot hold two position sequences with the same position number at the same time.

For questions regarding the above, please contact the Civil Service Personnel Liaison Unit at (916) 322-6500 or your CSU Audits' Representative.

JH:PMAB/jd